

2025-26

Student HANDBOOK



SantaFe.HickmanMills.org

SANTA FE

Santa Fe Elementary Student Handbook

**Committed to creating an inclusive, supportive, and
respectful learning environment.**

Address: 8908 Old Santa Fe Road, Kansas City, MO 64138

Phone: (816) 316-7950

Fax: (816) 316-7988

Website: www.hickmanmills.org/santafe

Email: santafeelementary@hickmanmills.org

School Hours: 9:00 a.m. - 4:00 p.m.

2024-2025 School Year

Welcome to Santa Fe

Welcome to Santa Fe Elementary School, a place where academic achievement is combined with a strong sense of community. Our dedicated team of over 35 staff members works together to provide top-quality instruction for kindergarten through 5th grade students.

We believe in being respectful, responsible, safe and a learner. Our curriculum emphasizes not only academic achievement but also the development of essential life skills.

With over 300 scholars in attendance, Santa Fe is a vibrant hub of learning and growth. Our commitment to excellence has been recognized by the Policy Research in Missouri Education (PRIME) Center at Saint Louis University, naming us one of the Top 10 schools for PRIME Growth in the Kansas City region.

Whether you're a prospective parent, student, or employee, Santa Fe Elementary School offers an unparalleled educational experience. Join us in shaping the minds of tomorrow's leaders as we continue our journey of academic excellence and community engagement. Welcome to the home of the Mustangs!

SANTA FE CONTACT INFORMATION

School Name:

Santa Fe Elementary School

School Alias:

Santa Fe

School Address:

8908 Santa Fe Road, Kansas City, MO 64138

School Phone Number:

(816) 316-7950

School Fax:

(816) 316-7988

School Email:

santafeelementary@hickmanmills.org

School Website:

www.hickmanmills.org/santafe

School Facebook Address:

<http://www.facebook.com/SantaFeHMC1>

School Instagram:

http://www.instagram.com/SantaFe_hmc1

School Twitter:

http://www.twitter.com/HMC1_SantaFe

School YouTube:

<http://www.youtube.com/@santafehmc1>

Principal Name: Kathleen Snipes
Principal Email: kathleen.snipes@hickmanmills.org
Principal Phone Number: (816) 316-7955
Principal Cell Phone: (816) 885-1588

Secretary Name: Holly Caldwell
Secretary Email: holly.caldwell@hickmanmills.org
Secretary Phone Number: (816) 316-7274

Attendance Clerk Name: Nicole Cross
Attendance Clerk Email: nicole.cross@hickmanmills.org
Attendance Clerk Number: (816) 316-8542

Counselor Name: Tyson Loy
Counselor Email: tyson.loy@hickmanmills.org
Counselor Phone Number: (816) 316-7979

Family School Liaison Name: Edsel Edwards
Family School Liaison Email: edsel.edwards@hickmanmills.org
Family School Liaison Phone Number: (816) 316-7967

Nurse Name: Hope Jennings
Nurse Email: hope.jennings@hickmanmills.org
Nurse Phone Number: (816) 316-7957

ABOUT

Mission:

Provide an enriched learning environment which requires collaborative and individual critical thinking and excellence in academic literacy. By collaborating with families and the community, we as a team will empower each child to reach their fullest potential.

Vision:

Provide a culture of lifelong learners by collaborating with the community, to create an inspiring and transformative educational experience.

Mascot:

- Mustangs

Colors:

- Orange and Blue

Values:

- All students can learn in an environment that provides a variety of instructional opportunities and support for learning.
- Parental engagement is vital and necessary for student achievement.
- Students learn best in a challenging educational environment.
- Teachers, staff, administrators, parents, students and community share in the responsibility for providing a supportive learning environment within our school.
- Self-discipline, high expectations and continuous improvement are essential components for developing lifelong learners.

Goals:

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills, and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills.

Mottos:

- **THE SANTA FE WAY... RESPECTFUL, RESPONSIBLE, SAFE AND A LEARNER.**

ATTENDANCE AND INFORMATION UPDATES

Attendance Policy

Regular attendance is crucial for the academic success of all students. Parents and guardians are expected to ensure that their children attend school every day and arrive on time. Absences and tardiness can significantly affect a student's learning experience and overall performance.

Reporting Absences

If a student is unable to attend school due to illness or any other valid reason, parents or guardians should notify the school office as soon as possible. Please call the school office before 9:00 AM on the day of the absence and provide a reason for the absence. If the school is not notified, the absence will be considered unexcused.

Excused Absences

Absences may be excused for the following reasons:

- Illness or injury
- Medical or dental appointments (with a doctor's note)
- Family emergencies
- Religious observances
- Other reasons approved by the school administration

Unexcused Absences

Unexcused absences include, but are not limited to:

- Family vacations during school days
- Oversleeping
- Missing the bus
- Lack of transportation
- Any other reason not approved by the school administration

Please note that excused absences still result in time missed at school and counts against their attendance percentage

Tardiness

Students are expected to arrive at school on time. The school day begins at 9:00 AM. Students who arrive after 9:20 AM must report to the school office for a tardy slip before going to their classroom. Frequent tardiness can disrupt the learning environment and may result in consequences.

Checking Students In and Out

Parents or guardians must sign students in and out at the school office for late arrivals and early departures. Proper identification will be required to ensure student safety.

Address, Phone Number, and Contact Changes

It is essential to keep the school informed of any changes in address, phone numbers, or emergency contact information. Please notify the school office immediately of any updates to ensure the school can contact you in case of an emergency.

Inclement Weather Policy

All severe weather conditions, school closures or delays will be announced through local radio and television stations, as well as through the school's automated notification system. Parents and guardians are encouraged to ensure that their contact information is up to date with the school office to receive timely notifications.

Transportation Changes

If there is a change in a student's usual transportation routine, parents or guardians must notify the school office in writing or by phone before 2:00 PM. This ensures that the student and staff are aware of the changes and can make necessary arrangements.

ARRIVAL AND DISMISSAL

Arrival Procedures

Students should arrive at school between 8:45 AM and 9:00 AM. Upon arrival, students will pick up breakfast and go directly to their classrooms. Parents dropping off students should follow the designated drop-off procedures to ensure safety and efficiency.

Bus Expectations and Bus Riders

Students who ride the bus are expected to follow the bus rules and behave appropriately. Safety is a top priority. Students should remain seated, keep hands and feet inside the bus, and speak quietly. Misbehavior on the bus may result in disciplinary action and loss of bus riding privileges.

Car Rider Expectations

Parents picking up their children by car should use the designated car rider lane and display the school-issued car tag with the student's name and grade. Students will be called in the order of the cars' arrival. Parents should remain in their vehicles to ensure a smooth and safe pick-up process.

Dismissal Procedures

Dismissal begins at 4:00 PM. Students will be dismissed according to their designated mode of transportation (car riders and walkers, LINC and bus riders). Staff members will escort students to their appropriate areas to ensure a safe and orderly dismissal.

Early Dismissal Procedures

If a student needs to leave school before the end of the school day, a parent or guardian must sign them out at the school office. Please provide a written note or call the office in advance to inform the school of the early dismissal.

Walker Dismissal Procedures

Students who walk home will be dismissed from a designated area. Parents who meet their children should wait in the designated waiting area. Students should follow all safety guidelines when walking home.

SCHOOL CALENDAR AND SCHEDULE

School Hours

School Start Time: 9:00 AM

Dismissal Time: 4:00 PM

Students will be let in the building at 8:45 in order to pick up breakfast before going to class.

School Calendar

A detailed school calendar with important dates, holidays, and early release days will be provided at the beginning of the school year and will be available on the school's website.

VISITORS AND VOLUNTEERS

Visitors

Parents and guardians are welcome to visit classes and are encouraged to attend student assembly programs. To ensure the safety of all students and staff, all visitors must adhere to the following procedures:

- **Check-In Procedures:** Upon arrival, all visitors must report to the building office. Visitors will be required to present a government-issued ID, such as a driver's license, which will be scanned or manually entered into the Raptor system. If a visitor does not have a government-issued ID, any form of identification with the person's name can be used.
- **Visitor Badge:** Once entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit. Visitors must wear this badge at all times while on school premises. A visitor's badge is not required for those who are only dropping off items in the office or picking up paperwork.
- **Scheduled Visits:** Parents wishing to visit classes during school hours are asked to make prior arrangements with the office and the teacher(s) at least 24 hours before the desired visit. Visits should be limited to teacher-approved instructional times and are for observation only. Interactions should not distract from the learning environment.
- **Returning to Office:** Before leaving the building, visitors must return to the office to sign out of the system.

Parent Volunteers

Parents are encouraged to volunteer at the school. Volunteers play a crucial role in supporting the school's programs and enhancing the educational experience of students. To ensure a safe environment, the following procedures must be followed:

- **Background Check:** All volunteers must complete and pass a district background check before working with staff and students. The Volunteer module, a web-based application, allows district patrons to complete an application online. There is a \$5 fee per background check, paid by the district patron.
- **Approval Process:** Results of the background check must be received and approved by the district before volunteering, tutoring, or participating in any school activities. The approval process is annual, and reminders will be sent to approved volunteers 60 days before the end of the school year.
- **Check-In Procedures:** Volunteers must report to the office upon arrival and departure.

STUDENT EXPECTATIONS

Assemblies

- Students are expected to behave respectfully during assemblies, following the instructions of staff and presenters.

Activities Programs

- Participation in extracurricular activities requires adherence to school rules and academic eligibility.

Backpack

- Students are expected to bring a backpack to school daily to carry books, supplies, and other necessary items.
- Keep backpacks clean and free from any prohibited items such as toys, electronics, or other non-essential objects.

Breakfast/Lunch

- Free breakfast and lunch are served daily. Menus are available on the district website.
- All students are eligible for free breakfast and lunch according to federal guidelines.
- Students who stay after school may receive dinner as well.

Cell Phones

- Cell Phone Policy – JFCD- **New State Requirement (§ 162.207, RSMo.)**
The Missouri Legislature has passed a new law requiring all public school districts to adopt policies prohibiting student use of personal communication devices during the school day. This includes phones, smartwatches, laptops, tablets, and similar devices. The law applies:
 - During instructional time, lunch, breaks, passing periods, and study halls
 - To all students from the 2025–26 school year through August 28, 2032
 - With exemptions for assistive medical devices

District staff and volunteers acting in good faith within the board-adopted discipline procedures are protected from liability under this law.

HMC-1 Cell Phone Guidelines:

- **Elementary Students:** Devices should not be brought to school. If they are, they must remain off and out of sight for the entire day. Failure to comply will result in confiscation of the device by school administration and the student is subject to disciplinary consequences.

Note: Assistive medical devices are not affected by this law.

Dress Code

Students' attire should contribute to a safe and appropriate learning environment. The following guidelines must be adhered to:

- **Shoes:** Must be worn at all times. Backless shoes, slippers, slides, heels over 2 inches, and shoes with spikes are not allowed.
- **Coverage:** Clothing must cover the body from shoulders to mid-thigh (about 3 inches above the knee). The chest, back, ribs, midriff, underarms, and buttocks must be covered. Undergarments should not be visible. Sagging is not permitted. All shirts must have sleeves.
- **Prohibited Items:**
 - Headphones (e.g., Dre-beats), wireless headsets (e.g., Bluetooth) unless for academic purposes with permission.
 - See-through tights or yoga pants worn alone, pajama pants, and skirts with slits more than 3 inches above the knee.
 - Clothing that is see-through, revealing, or displays profanity or symbols related to violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, or other illegal activity.
 - Jewelry or accessories that may be used as weapons, including wallet chains, spiked rings, spiked bracelets, oversized belt buckles, and bulky chains.

Emergency Drills

- Students must follow all procedures and instructions during emergency drills, including fire, tornado, and lockdown drills.

Field Trips

- Field trips are an extension of classroom learning. Behavior expectations must be met to attend.
- Volunteers for field trips must complete an application and background check.
- Students must stay with their group and follow all guidelines during trips. Transportation to and from events will be provided by the school.

Fines and Fees

- Students are responsible for any fines or fees for lost or damaged school property, including textbooks, technology and library books.

Hall Passes

- Students must have a hall pass when leaving the classroom during instructional time.

Hallway Behavioral Expectations

- Walk quietly and on the right side of the hallway. Be respectful of other classes in session.

Medication at School

- Daily medications should be administered by the school nurse or a trained designee. Parents/guardians must bring medications to school in the original prescription bottle.
- Non-prescription medications must also be delivered to the school nurse by a parent/guardian with written instructions.
- Students are not allowed to bring or self-administer medications.

Personal Property

- Personal items of value should not be brought to school. The school is not responsible for lost, stolen, or damaged personal property.

Recess

- All students are expected to participate in recess activities unless excused by a doctor's note for health reasons.
- Recess will be held outdoors unless weather conditions are unsuitable (below 32 degrees or above 90 degrees).
- Recess guidelines include no major horseplay, appropriate use of playground equipment, and staying within designated areas.

Recording Video, Audio, and Photos

- Recording of video, audio, or photos during school hours is prohibited unless approved by the administration for educational purposes.

Resolving School Concerns

- Parents are encouraged to address concerns with their child's teacher first. If further resolution is needed, contact the school counselor, Family School Liaison, or make an appointment with the administration.

Selling of Merchandise:

- Sales of merchandise on school property, such as fundraisers or spirit wear, must be approved by school administration. This ensures that all activities align with school policies and do not interfere with the educational environment.

Signs or Posters

- Posting of signs or posters must be approved by the school administration.

Technology Use

- Students must follow the district's technology use policy, using school devices and internet access responsibly and for educational purposes only.
- Lost or damaged technology may result in fines or replacement costs.

Textbooks

- Students are responsible for taking care of their textbooks and returning them in good condition.
- Lost or damaged textbooks may result in fines or replacement costs.

Telephone – Phone Calls

- The school office will take emergency messages for students. Student use of the telephone is limited to emergencies only. Do not call your child's mobile phone during school hours.

Tobacco-Free District

- The school district prohibits the use of tobacco products on all school property and during school activities.

Video Surveillance

- The school utilizes video surveillance to ensure the safety and security of students and staff.

What to Share at School/Leave Home

- Items for sharing should be educational or interesting, such as photos, favorite stuffed animals, or vacation items.
- Toys, radios, games, phones, and other non-educational items should not be brought to school.
- Only bring the amount of money needed for specific purchases to minimize loss risk.
- Label personal items such as school supplies, coats, and jackets with the student's first and last names. The school is not responsible for lost, stolen, or damaged personal property.

BREAKFAST/LUNCH AND CLASSROOM EXPECTATIONS

Breakfast/Lunch

- Free breakfast and lunch are served daily, with menus available on the district website.
- All students are eligible for free breakfast and lunch according to federal guidelines.
- Students who stay after school may receive dinner as well.
- Healthy eating habits are encouraged, and students provided with a school lunch are not allowed to bring extra food (chips, juice, etc.). Students may bring a full lunch from home if they wish to include these items.
- All food must be eaten in the cafeteria unless there is an allergy need or special approved purpose for eating elsewhere.

Cafeteria Expectations

- All students are expected to enjoy a calm lunchtime environment.
- The cafeteria noise level must remain low to ensure that all calls or emergency instructions can be heard without shouting.
- Students must remain seated throughout lunchtime.
- Students are allowed to speak in a quiet, almost whispering voice to maintain a low noise level.
- Students should use good table manners and not trade or touch another student's food.
- Pop and candy are only allowed if part of a home-prepared lunch.
- Students must clean their area and dispose of uneaten food properly.
- Students will exit the cafeteria when given permission by a lunchroom supervisor.
- Students will not be released at unscheduled lunch times to eat with parents/visitors in the building.

Lunch Procedures

- Students will take all required lunch items.
- Students will sit with their class and talk quietly, using good table manners.
- Students are not allowed to trade or touch another student's food.
- Pop and candy are only allowed as part of a home-prepared lunch.
- Appropriate language must be used at all times.
- Throwing food, running, or playing in the cafeteria is prohibited.
- Students must remain seated unless given permission by a lunch supervisor.

Classroom Celebrations

- Classroom celebrations should align with school policies and promote a positive learning environment.
- Celebrations should be planned with the teacher's approval and ensure that all students feel included.
- Healthy snacks and treats are encouraged for classroom celebrations.

Minimize Classroom Disruptions

- Students are expected to arrive on time and be prepared for class.
- Maintain a respectful and quiet environment to ensure all students can learn without unnecessary interruptions.
- Follow classroom rules and the teacher's instructions to minimize disruptions.

BUILDING EXPECTATIONS

Building Doors

- For security reasons, exterior doors will remain closed and locked during school hours. Do not open doors for anyone.

Building Security Procedures

1. During school hours, all persons **MUST** press the buzzer, identify themselves, and state their reasons for wishing to enter the building.
2. Once in the building, all persons are required to sign in and show legal identification at the office. A visitor's badge will be provided if applicable.
3. No adult will be allowed to visit any classroom without **FIRST** making contact with the classroom teacher and scheduling an appointment. The phone extensions of all team members are provided in this document. Please note that instruction will not be interrupted by unannounced and/or unplanned visitors entering classrooms.
4. Legal documents from the court are required for allowing or refusing a biological parent access to their student. Please ensure the school is provided with any legal documentation from the court regarding your student.
5. Keep the school office updated on any revisions or changes regarding custody arrangements, if applicable.

Birthday Celebrations

- Birthday Celebrations: Individual birthday parties are not allowed during the school day. However, parents may provide store-bought birthday treats to be distributed. Parents must schedule with the teacher prior to bringing treats to the school. If time has not been scheduled, treats **WILL NOT** be allowed into the classroom. Please bring all necessary paper products for the treats, as teachers do not have these supplies in their classrooms.

Building Celebrations

- Building celebrations and specific holidays may take place throughout the year. Communication will be sent to families in advance. All food items must be store-bought and in the store package.

Health Room/Clinic

- The school nurse will contact you should your child's symptoms warrant going home. In the event your child needs to leave school due to illness or injury, please pick up your child as quickly as possible.
- All medications must be brought to the school nurse by a parent or guardian in the original container with labeling.

FAMILY INFORMATION & EXPECTATIONS

School-Home Communications

Communication is essential to keep families informed about important events and information at our school. We utilize the following methods to ensure effective communication:

- **Phone Blast/Newsletters:** Important information will be delivered to families via phone blasts, texts, emails or newsletters as needed to share events and updates.
- **School Calendar –** Copies are always available at the front office and can be viewed on the district website.
- **District/School Website:** Access our school's homepage from the district website for updates and information.

Teacher Communication

- Parents are provided a list of direct extensions for each teacher. If the teacher is unavailable, leave a voicemail, and they will return the call.
- In case of an emergency, contact the office, and the message will be relayed to the teacher.

Opportunities for Adult Involvement

Parents and guardians play a crucial role in our community. There are various ways to get involved in your student's educational experience:

- **Academic Events:** Participate in curriculum nights, tutoring sessions, and other academic-focused events.
- **Music Programs and Performances:** Join us for school concerts and performances.
- **Field Trips:** Chaperone field trips (background check required).
- **Special Events:** Attend school-wide celebrations, assemblies, and other special events.

Family Involvement Plan

We strive to support and promote the educational growth of each student by encouraging family involvement

- **Meet the Teacher:** Start of the school year event.
- **Curriculum Night (Open House):** Review curriculum and expectations.
- **Parent/Teacher Conferences:** Scheduled in the fall and spring.
- **Quarterly Celebration:** Recognize student achievements.
- **Title 1 Information Meetings:** Discuss utilization of federal funds.

School Community Involvement

There are numerous opportunities for parents and guardians to engage with the school community:

- **PTO Meetings:** Regular meetings to discuss and plan school activities.
- **School Events:** Attend concerts, parties, and other community events.

Emergency Information

Keep the school office and classroom teacher updated on any changes to your address, phone numbers, or emergency contacts. This ensures we can contact you or a designee when necessary.

Guardianship and Custody

If both parents are listed on a child's birth certificate, they are considered legal guardians unless the school receives a legal notarized declaration signed by a judge. Custodial parents/guardians should inform the school of any changes in legal custody and provide documentation. Original documents are required, and the school will make a copy for our records.

Health and Safety

Our school is committed to ensuring the health and safety of all students. In the event your child needs to

leave school due to illness or injury, please pick them up as quickly as possible. All medications must be brought to the school nurse by a parent or guardian in the original container with labeling. The school nurse will contact you if your child's symptoms warrant going home. Contact the school nurse for any additional health-related information or concerns.

Inclement Weather

In the event of inclement weather and school closings or late starts, you will be contacted via a recorded phone message/email. Additional information on school closings can be found by:

- Watching local news stations for cancellations.
- Checking the district website or app.

Medication at School

To ensure the safety and proper administration of medication at school, please follow these guidelines:

- **Daily Medication:** Administered only by the school nurse or trained designee.
- **Prescription and Non-Prescription Medication:** Must be brought to school by a parent or guardian in the original container. Students are not allowed to bring or self-administer medication

Minimizing Disruptions

To help minimize classroom interruptions, please adhere to the following guidelines:

- **Appointments with Teachers:** Schedule appointments 24 hours in advance to speak with your student's teacher during their office hours. An appointment is required to meet with the principal.
- **Preparedness:** Ensure your child is well prepared for school each day. Classrooms are not interrupted to deliver homework, lunches, or messages. Items brought to school will be held in the office and delivered by a staff member at an appropriate time.
- **Classroom Treats/Birthday Celebrations:** Require teacher approval (notify the teacher 24 hours in advance). Approved snacks will be given to students during recess or lunch. Due to allergies, some snacks may be denied.
- **Balloons:** Not permitted for any reason, including birthday celebrations, awards assemblies, and performances.

Parent/Teacher Conferences

- Parent-Teacher Conferences are held in October and February to discuss student progress and address any concerns. Staff will make every effort to accommodate parents' schedules. Conferences can be scheduled directly with your child's teacher.

Resolving School Concerns

If you have concerns regarding your child's education, please follow these steps:

1. **Contact the Teacher:** Speak with your child's teacher, as they work closely with your student.
2. **School Counselor and Family School Liaison (FSL):** If further assistance is needed, contact the school counselor or FSL.
3. **Principal:** If the issue remains unresolved, schedule an appointment with the principal through the school office.

Student Achievement Reports

- **Progress Reports:** Quarterly mid-term and grade reports for grades 1-6.
- **Achievement Reports:** iReady Reading & Math, MAP ELA, Math, and Science for relevant grades.

STUDENT DISCIPLINE

At our school, we are committed to providing a safe and supportive learning environment for all students. Our discipline process emphasizes the importance of cooperation between school staff, parents/guardians, and students. It recognizes that student behavior directly impacts academic success and involves the collective responsibility of teachers. We follow all district policies and board guidelines in our approach to discipline.

Discipline Philosophy

We believe that effective discipline includes:

- **Positive Relationships:** Building strong, supportive relationships between students and staff.
- **Classroom Management:** Implementing effective strategies for maintaining a productive learning environment.
- **Instruction:** Providing high-quality teaching that meets the needs of all students.

Behavior Intervention and Support

We utilize a range of strategies and frameworks to support positive behavior:

- **Behavior Intervention Support Team (BIST):** Helps students manage their behavior in ways that do not disrupt their own learning or that of others. This includes:
- **Safe Seat:** A designated area in the classroom where students can regain control of their behavior while continuing their work.
- **Buddy Room:** An alternative classroom where students can work until they are ready to return to their own class.
- **Cross Grade Level Room:** If necessary, students may be moved to a different grade level's classroom to continue their learning.
- **Restorative Practices:** Focuses on repairing harm caused by misbehavior, fostering understanding, empathy, and accountability through a collaborative process.

Behavioral Expectations

We have clear expectations for student behavior, which are consistent throughout the school. Our behavior management system involves:

- **Understanding Harm:** Students learn about the impact of their actions and work to repair relationships.
- **Empathy Development:** Encouraging students to understand and empathize with others.
- **Accountability:** Promoting responsibility through reflection and a collaborative process.

Discipline Procedures

Classroom Management:

- **Level 1 Behaviors:** Minor offenses such as not following directions or excessive talking are managed by the teacher. Documentation and at least one parent contact are recommended.
- **Level 2 Behaviors:** More serious issues like back talking or refusing to work are also handled by the teacher with documentation and parent contact.

Office Referrals:

- **Level 3 Behaviors:** Serious offenses, including fighting, bullying, or theft, are referred directly to the administration. An office referral form must accompany the student, and parents will be contacted.

Suspension and Expulsion

Certain behaviors, such as severe harassment, possession of weapons, or significant bodily harm, may result

in immediate suspension or expulsion. The school will follow due process as outlined in district policies.

Electronic Equipment and Personal Items

Policies regarding the use of electronic devices, toys, and cards will be specified separately.

Drugs and Related Items

Strict policies are in place concerning the possession and use of drugs, vapes, and drug paraphernalia.

ACADEMICS

At our school, we are dedicated to providing a well-rounded education that supports the academic, social, and emotional development of every student. Below is an overview of our academic policies and procedures.

Curriculum

Our curriculum is designed to foster continuous growth and development across various subject areas, including:

- Reading
- Mathematics
- Science
- Social Studies
- Communication Arts
- Writing
- Health/Physical Education
- Art
- Music

Assignment and Reassignment to Classrooms

To optimize educational outcomes, students are assigned to classrooms with diverse academic abilities and behavioral characteristics. We consider teacher input and student compatibility when making these assignments. While parent requests for specific teachers are considered, they are not determinative.

If a classroom setting does not meet a student's learning needs, parents/guardians can request a change by submitting a written request with specific educational justifications. A meeting with the parent, current teacher, and principal will be arranged to discuss concerns and possible solutions. If the issue is not resolved after two weeks, a formal request for a transfer can be made. Documentation of unsuccessful strategies will be required.

Homework

- Homework is assigned to reinforce classroom learning and develop study habits. It may also be used for enrichment purposes. Regular homework helps students build independence and self-reliance in their studies.

Homework Guidelines

- Homework assignments are determined by the classroom teacher and should be manageable for students. Recommended homework times are as follows:
 - 1st Grade: Up to 10 minutes
 - 2nd Grade: Up to 20 minutes
 - 3rd Grade: Up to 30 minutes
 - 4th Grade: Up to 40 minutes
 - 5th Grade: Up to 50 minutes

Progress Reports:

- Issued eight times a year, with midterm reports provided halfway through each quarter and report cards at the end of each quarter. Report cards are sent home with students, and final report cards are provided on the last day of school.
- Parents are encouraged to communicate with teachers about student performance.

Grades

- First quarter grades are given to parents at Parent/Teacher conferences. Progress reports are sent home midway through each quarter, and report cards are sent home at the end of each quarter.
- Academic grades and effort grades are issued for grades Kindergarten through 5th.

Grade Reporting:

- Academic Grades:
 - **M** = Meets the standard
 - **W** = Working towards the standard
 - **N** = Not meeting the standard
- Effort Grades:
 - **+** = Satisfactory
 - **-** = Needs improvement

Grade Retention

- Students advance to the next grade level based on their ability to meet content standards in language arts and math. Retention may be considered if it is in the student's best educational interest. Parents will be informed prior to any decision on retention. State law requires retention for students reading below a third-grade level if they do not show improvement after remediation efforts.

Student Support

- **SAFE Team Process:** Early intervention strategies are implemented if a student is not meeting academic goals. This includes identifying and addressing specific needs and providing support as necessary.

Student and Parent Portal

- Parents and students can access the Student Parent Portal to monitor academic progress, check grades, and review assignments. This portal is a valuable tool for staying informed about student performance and school activities.

Technology

- Students must follow the district's technology use policy, using school devices and internet access responsibly and for educational purposes only.
- Personal devices, including cell phones, should be turned off and kept in backpacks during the school day.

Textbooks and Supplies:

- Textbooks, iPads, and library books are provided by the district. Students are responsible for lost or damaged materials and will be charged for replacement costs.
- Students should regularly check and maintain their supplies, including pencils and paper.

EXTRA-CURRICULAR ACTIVITIES

Our school offers a variety of extra-curricular activities designed to enrich the student experience beyond the standard curriculum. These activities provide opportunities for students to explore their interests, develop new skills, and engage with their peers in a supportive environment.

Athletics:

- Athletic programs are offered to promote physical fitness, teamwork, and sportsmanship. Details about available sports teams and activities, as well as tryout schedules, will be communicated to students and parents.

Clubs and Organizations:

- A range of enrichment clubs will be available, including:
 - Lego League

These clubs typically start in October and provide students with the chance to pursue interests and talents outside the classroom. Participation in clubs may require parental consent and could have associated costs for materials or fees.

National Honor Society

- Students in upper grades have the opportunity to join the Elementary National Honor Society (ENHS). Membership is based on academic achievement, leadership, and character. Further details will be provided during conferences.

School Dances:

- School dances are organized throughout the year to foster school spirit and provide students with social opportunities. Information about dates, themes, and ticket purchases will be provided in advance.